

ENROLLMENT AND DOCUMENTATION CHECKLIST

The following is a checklist to assist you with your pay and benefits enrollment:

- Complete all mandatory payroll forms:
 - Employee Information Form
 - Direct Deposit Form
 - Tax forms (TD1 and TD1 NS)
 - TD1 IN (if applicable)

- Review benefit summaries, guides, and videos
 - Benefits at-a-Glance
 - Benefits Guide
 - Benefits Overview Video
 - Benefits Administration Video
 - Life Events Video
 - Premium Rates (What you will pay for group benefits)

- Confirm the eligibility rules for dependent coverage for Dependent Life and if you are opting into Family Health and Dental coverage

- Start your benefits enrollment:
 - Medavie Blue Cross Application
 - If you have comparable Health, Dental and Travel coverage and wish to waive NSCC Health, Dental and Travel coverage, send in proof to your Employee Services Advisor. Although health and dental coverage is a condition of employment with NSCC, you may waive enrollment for you and/or your dependents by providing proof of comparable coverage through an alternate plan (usually a spousal plan).
 - A letter from the Member's Employer or alternate service provider is required for proof of comparable coverage; to include the following:
 - Policy # and Service Provider
 - Name of members covered.
 - Confirmation of Health/Dental Coverage
 - Proof that the members coverage is in force
 - Dependent Life and Beneficiaries form
 - Please note this form requires an ink signature

- Optional benefits enrollment:

If you wish to apply for any optional insurances above the guaranteed amount of coverage or apply after 30 days from your date of hire for any optional insurance, approvals are required.

 - Optional Life Application & Change Form

- Manulife Non-Smoker Declaration Form
- Voluntary Critical Illness Enrolment Form

- Submit required documentation as outlined in your offer letter, to your Employee Services Advisor
 - Transcripts
 - CPA Designation (if applicable)
 - Drivers Abstract (if applicable)